

SANDY CITY
APPROVED POSITION SPECIFICATION

I. Class Title: Safety Officer

Revision Date: 3/09

EEO Code: Professional

Status: Non-Exempt

Control No.: 30383

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Risk Manager, conducts audits, investigations and training regarding City compliance with applicable state and federal safety laws, statutes and regulations and assists in the administration of the City's risk management program including safety and loss prevention programs and administration of workers' compensation, subrogation and property claims.

III. Essential Duties:

A. SAFETY, TRAINING AND RISK MANAGEMENT

- Supports and coordinates with departmental safety committees.
- Develops written policies, safety programs and safety training sessions specific to the needs of City departments and in compliance with OSHA and applicable federal, state and environmental laws, statutes and regulations.
- Pursuant to specific department needs, trains employees in the various tasks, methods and procedures needed to ensure the health, welfare, safety and efficiency of Sandy City and its employees.
- Observes operating procedures, conducts safety inspections, audits existing safety procedures and insures safety rules are adhered to by employees.
- Investigates accidents and reviews accident reports to determine contributing factors and to develop methods to stop accidents from reoccurring.
- Develops and coordinates implementation of City initiated loss prevention and safety programs.
- Advises officials and employees on risk aspects of proposed actions.

B. WORKERS' COMPENSATION

- Collects reports on injured employees and files the employer's first report of injury with the insurer and the Utah Labor Commission.
- In cooperation with the City's insurer and departments, manages workers' compensation claims including loss trends, utilization review, return-to-work and light duty programs, etc.
- Maintains the OSHA 300 log and files OSHA 300 reports.

C. GENERAL LIABILITY

- Under the supervision of the Risk Manager, investigates accidents involving City employees or property, documents activities and performs liability analysis.
- Assists in the maintenance of an accurate and complete database of liability claims and occurrences and related activities.
- Assists City departments in analysis of liability loss exposure and history and development of loss prevention programs.
- Responds to incidents and provides information and advice on loss control measures and compliance with State and Federal laws and regulations.

D. SUBROGATION

- Pursues subrogation claims on behalf of City departments as assigned. This requires frequent interaction with insurance adjusters and City personnel.

IV. Marginal Duties:

- Performs other duties as assigned.

V. Qualifications:

Education: Bachelor's degree in Safety Management, Industrial Hygiene, Industrial Safety Engineering, Public or Business Administration or closely related field.

Experience: Two years experience performing industrial safety development, training and/or inspection activities, preferably in a municipal setting; may substitute an equivalent combination of job related education and/or experience (substituting each year of an earned post-secondary degree for one year of experience).

Certificates/Licenses: Valid Utah Driver's License required; certification as a Certified Safety Professional (CSP) desirable.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Current public sector risk management methods, practices and regulations including a working knowledge of general liability, workers' compensation, federal civil rights law and other related regulations; statutes relating to workers' compensation, employment security, governmental immunity and tort liability; public sector fund accounting and budgeting; insurance practices; negotiation and dispute resolution; computer capabilities and applications; word processing, spreadsheets and database applications; correct English usage, vocabulary, spelling and arithmetic. (An entry employee may not have all of the job specific knowledge listed above but must demonstrate an aptitude for quickly acquiring the necessary knowledge on the job.)

Responsibility for: Making recommendations and decisions affecting the activities of people, including working credibly with City departments and confidential records.

Communication Skills: Contacts with other departments and the public furnishing and obtaining information; requiring tact and judgement to avoid friction; communicate effectively verbally and in writing; ability to make presentations to City management and employees.

Tool, Machine and Equipment Operation: Requires regular use of computer, word processing and basic software programs, presentation charts, telephone; frequent use of a copy machine and fax machine and other office equipment as needed.

Analytical Ability: Must be able to research State and Federal laws, regulations and guidelines regarding safety to determine their applicability to the City; establish and maintain effective working relationships with employees, executives and the public; apply problem solving and analytical principles to effectively evaluate policies, investigate claims, assess liability, recommend loss control programs and evaluate the performance of contractors.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; frequently has contact with employees and the public; near constant mental application. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; occasional exposure to inclement weather conditions while working with other City departments and investigating accidents and claims.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____
PERSONNEL DEPT. APPROVED BY: _____ DATE: _____